

**MARION SELECT BOARD  
WATER/SEWER COMMISSIONERS**

**Meeting Minutes**

**Tuesday, October 18, 2022**

**Marion Police Station Conference Room, 550 Mill Street, Marion**

**MEMBERS PRESENT:**

Randy Parker  
Norman Hills  
Carleton Burr, Jr.

**ALSO PRESENT:**

James McGrail, Town Administrator; Judy Mooney, Asst. Town Administrator/Finance Director; Donna Hemphill, Executive Assistant; Jody Dickerson, Department of Public Works; Mick Colageo, The Wanderer; Eileen Marum, 41 Mill Street; Jennifer Francis, 107 Cove Circle; Christopher Washburn, 18 Boxberry Way; Cynthia Callow, 45 Main Street; Christian Ingerslev, 20 Stoney Run Lane; Bill Saltonstall, 159 Front Street; Dianne Cosman, 19 West Avenue; Harry Norweb, 339 Point Road; Tom Friedman, 28 Joanne Drive; Sawyer Pollitt, Sippican Week; Alanna Nelson, 125 Converse Road; Dan Crete, 69 Holmes Street

The meeting was called to order at 6:00pm. Mr. Parker announced that the meeting would be video recorded and posted by ORCTV. A list of the items reviewed will be attached to these minutes.

**APPOINTMENTS**

6:15pm      **Christian Ingerslev – Energy Management Committee (EMC)** – Mr. McGrail welcomed Mr. Ingerslev and members of the EMC to the meeting. Mr. Ingerslev read aloud a statement regarding the role of the Committee. Bill Saltonstall gave the history of the EMC including their work on solar bylaws, LED streetlights, hybrid vehicles and their work on Green Communities. Tom Friedman elaborated on the EMC's work on electric vehicles. He reviewed comparisons between tradition vehicles and electric/hybrid vehicles and said that electric/hybrid vehicles save the Town money. Alanna Nelson gave an update on the Cape & Vineyard Electrical Cooperative (CVEC). She explained that the solar project on the capped landfill could be ready for construction by next fall. Eileen Marum addressed the Board asking that communication between the EMC and the Select Board be improved. Mr. Parker encouraged Ms. Marum to reach out to Mrs. Hemphill to be added to an agenda and he reminded her that the Select Board meetings are public and they are welcome to attend at any time. Jennifer Francis referenced a letter that had been sent to the Select Board in the past and reiterated Ms. Marum's feelings that communication between the EMC and Select Board could be improved. Mrs. Francis discussed discouraging the use of fossil fuels on new construction and the impacts of climate change. She also said that previous Town Planner Gil Hilario was a big part of the EMC's success over the past couple of years. Mrs. Francis asked that current Town Planner Doug Guey-Lee be more involved with the Committee. She also asked the Board to hire a part time grant writer to assist the EMC. Christian



Ingerslev rounded out the discussion with statistics on the requirements from the State regarding greenhouse gas reduction. He asked the Board how the Town plans to address these requirements. Mr. Hills said that the Committee has given the Board a lot to think about. Mr. Parker thanks the EMC for their time.

6:30pm **Interim Director Becky Tilden, Department of Public Works - Staffing updates** – Ms. Tilden informed the Board that Andrew Leconte is now a mechanic for the Department. Health Harriman has taken on the role of Foreman. Jody Dickerson continues to work with Ms. Tilden and Meghan Davis, Engineering Manager on several projects. Mr. Dickerson will be overseeing the operation at the Transfer Station. Mr. McGrail commended Ms. Tilden on a job well done in her first few weeks as Interim Director.

## **ACTION ITEMS**

1. **Mr. Hills moved to approve the minutes from September 27, 2022 as presented. Mr. Burr seconded. VOTE 3-0-0**  
**Mr. Hills moved to approve the minutes from October 4, 2022 as presented. Mr. Burr seconded. VOTE 3-0-0**
2. **Discussion regarding Interim Town Administrator and Hiring Process** – Mr. McGrail announced that his final day with the Town of Marion will be November 11, 2022. He read his resignation letter aloud. Mr. Hills moved to approve the amendment to Mr. McGrail's contract as prepared by Town Counsel Jon Witten. Mr. Burr seconded. VOTE 3-0-0  
Mr. Hills moved to name Judy Mooney as the Interim Town Administrator. Mr. Burr seconded. VOTE 3-0-0  
Mr. Hills moved to approve the contract at the cost of \$9,500.00 with Community Paradigm Associates and Bernard Lynch. This is the same consultant that the Town used for the last search for a Town Administrator. Mr. Lynch will begin working on the job posting right away and will present it to the Board at the next regular meeting on November 1, 2022. Mr. Burr seconded. VOTE 3-0-0
3. **Approval of Warrant for the General Election on November 8, 2022 and vote to designate Police Chief Nighelli the responsibility to assign the police detail for the election** – Mr. Hills moved to approve the warrant as presented and to appoint Chief Nighelli the responsibility of assigning a police detail for November 8, 2022. Mr. Burr seconded. VOTE 3-0-0
4. **Private Road Plowing Agreement** – Mr. McGrail said that even though the Town plows certain private roads in town there is not a formal agreement between the Town and those neighborhoods. Jody Dickerson of the Department of Public Works has prepared a draft agreement for the Board to review. There was a discussion about the importance of having an agreement like this so the Town can keep contact information up to date. Mr. Dickerson said that the roads are inspected annually. After a brief discussion, Mr. Hills moved to approve the Private Road Plowing Agreement and to have the agreement renewed annually. Mr. Burr seconded. VOTE 3-0-0



5. **Marion Village Estates Sub Metering Discussion** – Ken Steen from Marion Village Estates sent a letter to the Board requesting to install a submetering system. Mr. Steen was present at the meeting. He said that the purpose of the submetering system is to monitor water consumption. He said that his staff will do the installation and the Water Division staff will oversee the work. Mr. McGrail said that Mr. Steen has agreed that if the meters go live for billing that a recalibration and inspection of the meters will need to take place. After a brief discussion, Mr. Hills moved to approve the installation of a submetering system as presented. Mr. Burr seconded. VOTE 3-0-0
6. **Abatement Request – 182 Front Street** - This abatement request was received from the homeowner for the billing period of 6/1/2022 to 8/30/2022. The homeowner stated that the outside faucet was leaking while they were on vacation from 7/31 to 8/19 and are requesting abatement for the sewer charges based on the increased water usage compared to last year's consumption report. The Department of Public Works Office verified readings and ran a daily/hourly consumption report. The reports did not confirm a leak but showed consistent water use (resembling irrigation) between the hours of 5am and 7am. There was no other water usage during the day. Interim Department of Public Works Director Rebecca Tilden's recommendation was to deny the abatement request. Mr. Hills moved to deny the abatement based on the information provided. Mr. Burr seconded. VOTE 3-0-0
7. **Abatement Request – 8 West Avenue** - This abatement request was received from the homeowner due to a leak. The Water Division attempted to turn it off but the curbstop was inoperable. Water Division personnel were unable to determine whether the leak was on the town side or the owner's side of the curbstop. The owner was advised to contract the repair and if the leak was on the town's side, they could request an abatement for the cost of the leak repair and curbstop replacement. Water Division personnel was onsite during the repair and determined that the leak was on the town's side. The Interim Director recommends that the homeowner be reimbursed for the cost of the work which is \$2,663.90. Mr. Hills moved to approve the abatement as presented. Mr. Burr seconded. VOTE 3-0-0
8. **Accept return of Mary Celeste Liquor License** – Mr. McGrail said that the Mary Celeste has closed, and the Board received a letter from owner Mike Achilles surrendering the liquor license. Mr. Hills moved to accept the surrender of the Mary Celeste liquor license. Mr. Burr seconded. VOTE 3-0-0
9. **Holiday Schedule** – Mr. McGrail asked the Board to vote to close the Town House on Wednesday, November 23, 2022 at 12:00pm. He said we will be closed on Thursday and Friday to celebrate Thanksgiving, November 24 and 25, 2022. Based on the existing union contracts, the Select Board needed to vote to close the Town House and vote to give all non-union employees the same time off on November 23, 2022. Mr. Hills moved to close the Town House on November 23, 2022 and approve the same time off for non-union employees. Mr. Burr seconded. VOTE 3-0-0 Please note, the Transfer Station will be closed at noon on Wednesday, November 23, 2022.



10. **Marion Library Association Agreement** – Mr. McGrail said that the Town and the Marion Library Association have made an agreement to allow the Association to install enhanced internet accessibility throughout the Elizabeth Taber Library. This work is made possible by a generous donation from a community member. Per this agreement, all funding and contracting will be done through the Association with no involvement from the town. This agreement also covers the Town regarding liability insurance regarding this project. Mr. Hills moved to approve the agreement as presented. Mr. Burr seconded. VOTE 3-0-0
11. **Water/Sewer Commitment: \$2,663.90 – Credit Memo (10/04/2022)** Mr. Hills moved to approve the Credit Memo as presented. Mr. Burr seconded. VOTE 3-0-0
12. **Water/Sewer Commitment: \$499.63 – Water Billing (10/4/2022)** Mr. Hills moved to approve as presented. Mr. Burr seconded. VOTE 3-0-0
13. **Water/Sewer Commitment: \$507.25 – Final Readings (10/5/2022)** Mr. Hills moved to approve as presented. Mr. Burr seconded. VOTE 3-0-0
14. **Water/Sewer Commitment: \$943.90 - Final Readings (10/5/2022)** Mr. Hills moved to approve as presented. Mr. Burr seconded. VOTE 3-0-0

#### **TOWN ADMINISTRATOR REPORT**

1. **Board of Assessors posting** – Mr. McGrail informed the Board that due to the passing of Catherine Gibbs, the posting for the vacant Board of Assessors position will be advertised in this week's edition of The Wanderer. An email blast and website posting as already been done. The deadline for submission is November 10, 2022. As was done with the Board of Health vacancy, we will have a joint meeting with the Board of Assessors on November 15, 2022 in order to conduct interviews. A decision will be made at a joint meeting on December 6, 2022.
2. **Department of Public Works Building Project Update** – Mr. McGrail said that he held a meeting with Saltonstall Architects and staff members of the Highway Division last week. Staff members were able to view the layout and draft plan of the new building and was able to offer feedback. Mr. McGrail said it was a very productive meeting. The next steps in the process are to finalize the preliminary design and to have cost estimates done on both wood and steel construction. Once the estimates are in, the Committee can move forward on full design and bid documents. Depending on the timing, it's possible that this project could go out to bid this winter for construction next summer.
3. **Veterans Day Ceremony** - Our annual Veterans Day Ceremony will be held on Friday, November 11 at 11 am at the Old Landing Veterans Park on Front Street. Our Guest Speaker this year is Marion resident Technical Sergeant Mandy Givens. Hannah Moore and the Sippican School Band will perform a few musical selections.

Moved by Mr. Hills and seconded by Mr. Burr at 7:04pm to adjourn. VOTE: 3-0-0

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Carleton Burr, Jr.", written in a cursive style.

Carleton Burr, Jr. - Clerk

Date approved: November 1, 2022

RCVD MARION TOWN CLERK  
2022 NOV 2 PM1:04



**MARION SELECT BOARD  
WATER/SEWER COMMISSIONERS  
DOCUMENTS REVIEWED AT MEETING –October 18, 2022**

1. Meeting Minutes from September 27, 2022 and October 4, 2022
2. Town Administrator resignation
3. Warrant for the General Election on November 8, 2022 and vote to designate Police Chief Nighelli the responsibility to assign the police detail for the election
4. Private Road Plowing Agreement
5. Marion Village Estates Sub Metering Discussion
6. Abatement Request – 182 Front Street
7. Abatement Request – 8 West Avenue
8. Mary Celeste Liquor License Letter
9. Marion Library Association Agreement
10. Water/Sewer Commitment: \$2,663.90 – Credit Memo (10/04/2022)
11. Water/Sewer Commitment: \$499.63 – Water Billing (10/4/2022)
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13. Water/Sewer Commitment: \$943.90 - Final Readings (10/5/2022)
14. Application for Appointment to Affordable Housing Trust – Susan Miller
15. Notice from Division of Marine Fisheries Regarding Seasonal Shellfish Openings
16. Notice from FiosTV Regarding Programming Change – Cinemoi
17. Notice from FiosTV Regarding Programming Change - Nexstar